

**CLASS TITLE: SUPERVISOR-IN-CHARGE, RACING
AND ATHLETICS COMMISSION**

Class Code: 02260200
Pay Grade: 22A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall coordination and supervision of a subordinate staff of personnel assigned to the collection, labeling, bottling and transportation of urine samples at dog and horse racing contests; to perform other highly responsible supervisory duties in conjunction with the activities of the Rhode Island Racing and Athletics Commission; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is reviewed upon completion for conformance to laws, regulations and policy.

SUPERVISION EXERCISED: Plans, coordinates, directs and supervises the work of a subordinate regulatory staff comprised of supervisors and inspectors.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the overall coordination and supervision of a subordinate staff of personnel assigned to the collection, labeling, bottling and transportation of urine samples at dog and horse racing contests; to perform other highly responsible supervisory duties in conjunction with the activities of the Rhode Island Racing and Athletics Commission.

To review and approve daily work schedules for subordinate supervisors and inspectors in order to ensure proper coverage of the races.

To review recommendations concerning improvements in work methods and techniques and to implement such recommendations when appropriate.

To direct the overall collection, bottling, labeling and transportation of samples.

To review daily reports on the activities of the staff.

To be responsible for the development of instructional and training programs for employees concerning the proper procedures, methods, policies and objectives of the commission.

To be responsible for reviewing attendance records of employees and ensuring all data is accurate and complete.

To attend meetings as required regarding activities of the Racing and Athletics Commission.

To prepare written reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the laws, rules and regulations regarding dog and horse racing; the ability to plan, coordinate, supervise and review the work of a regulatory staff; the ability to review and implement recommendations concerning work method improvements; the ability to develop an instructional and training program for regulatory staff members and to ensure that such a program is properly administered; the ability to review staff attendance reports and ensure their accuracy; the ability to prepare written reports concerning the activities of the commission; the ability to establish and maintain effective working relationships with superiors, subordinates, racing personnel and other related parties; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving the regulation of the animal racing business.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 8, 1987

Editorial Review: 3/15/03